



# RIGHT-OF-WAY USE PERMIT SUBMITTAL CHECKLIST

## • WASTEWATER WORK IN RIGHT-OF-WAY

### Planning & Community Development Public Works

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information.

- Right-of-Way Use Permit Application:**
  - Timeframe for use of the right-of-way.
  - Estimated cost of construction.
  - **Submittal Fee:** Based on an hourly rate. (3-hour minimum fee = \$612.00).
- Right-of-Way Frontage Improvement Plans – two (2) full size copies** drawn to an engineering scale, such as 1” = 20’. Frontage improvement plans must be separated from the on-site civil plans.
  - Name, address, and phone number of the person who prepared the drawing.
  - Graphic scale and north arrow.
  - Location of existing and proposed streets, easements, driveways, and utilities. Include driveways on adjacent property and adjacent streets.
  - Include all details, which describe the project.
  - Frontage improvements for curb, gutter, sidewalk, access drive, drainage facilities and street trees
  - A profile view of the proposed wastewater line.
  - Restoration for wastewater work in the right-of-way.
- Proof of Side Sewer Contractor License, Bonding and/or Insurance.** For any work in the public right-of-way public liability insurance is required. All contractors not working for a franchised utility company and/or individual must provide a certificate of liability insurance naming the City of Shoreline as additional insured. (See separate Side Sewer Contractor Licensing Packet)
- Traffic Control Plan – two (2) copies.** Required for all permit applications working within the City of Shoreline Right-of-Way.

### Other permits/information that may be required:

- Side Sewer Repair
- Licensed Sewer Contractor
- New Connection
- Separate Wastewater permit for work in Right-of-Way

Fees effective 1/2019

For more information regarding Wastewater Regulations go to: [www.shorelinewa.gov/wwpermit](http://www.shorelinewa.gov/wwpermit). Under the “Additional Information Section”, click on “Side Sewer Rules and Regulations.”

**Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.**

The Development Code (Title 20) is located at [CodePublishing.com](http://CodePublishing.com)

**Hours of Operation: M, T, Th, F: 8:00 a.m.–5:00 p.m., W: 1:00–5:00 p.m. ♦ Permit Processing ends at 4:00 p.m. daily**

**17500 Midvale Avenue North, Shoreline, Washington 98133-4905**

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